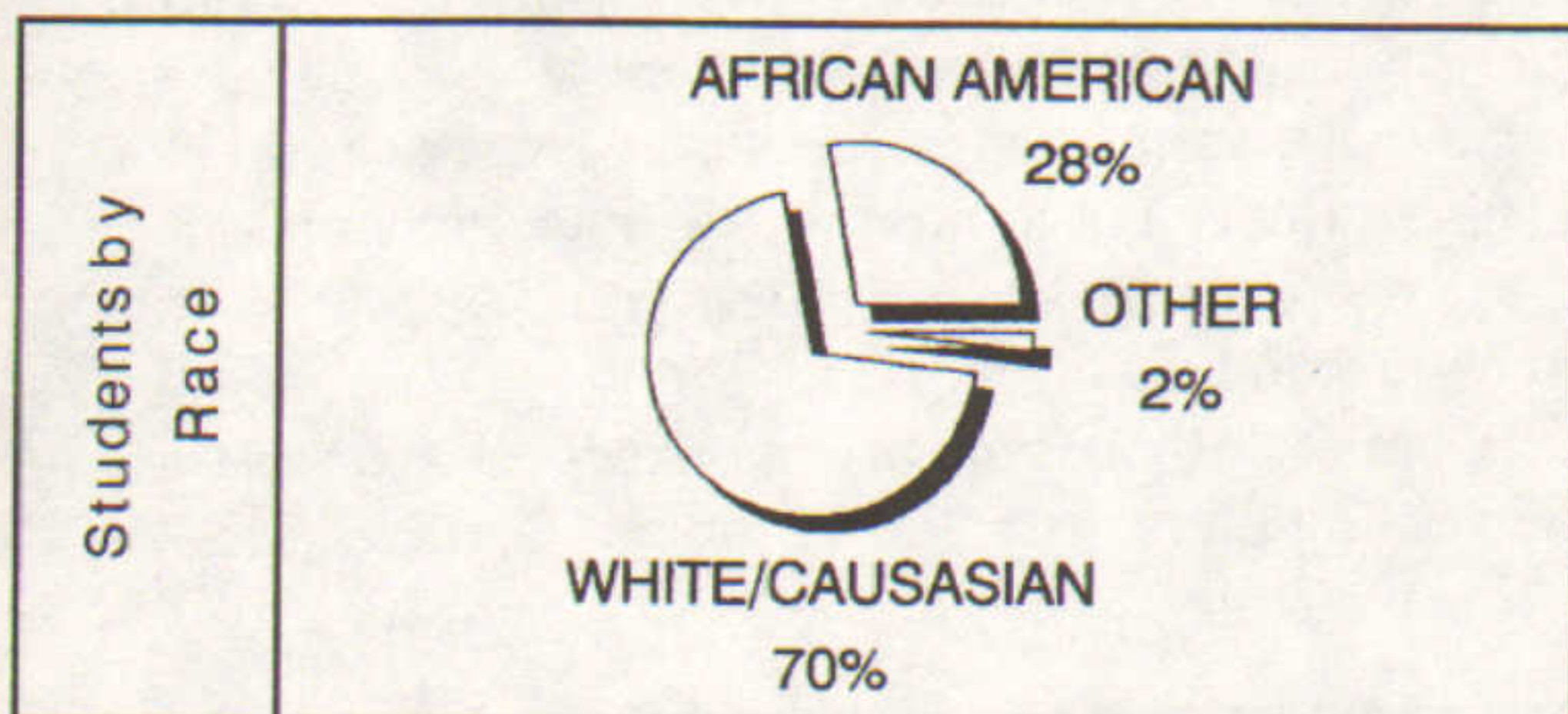
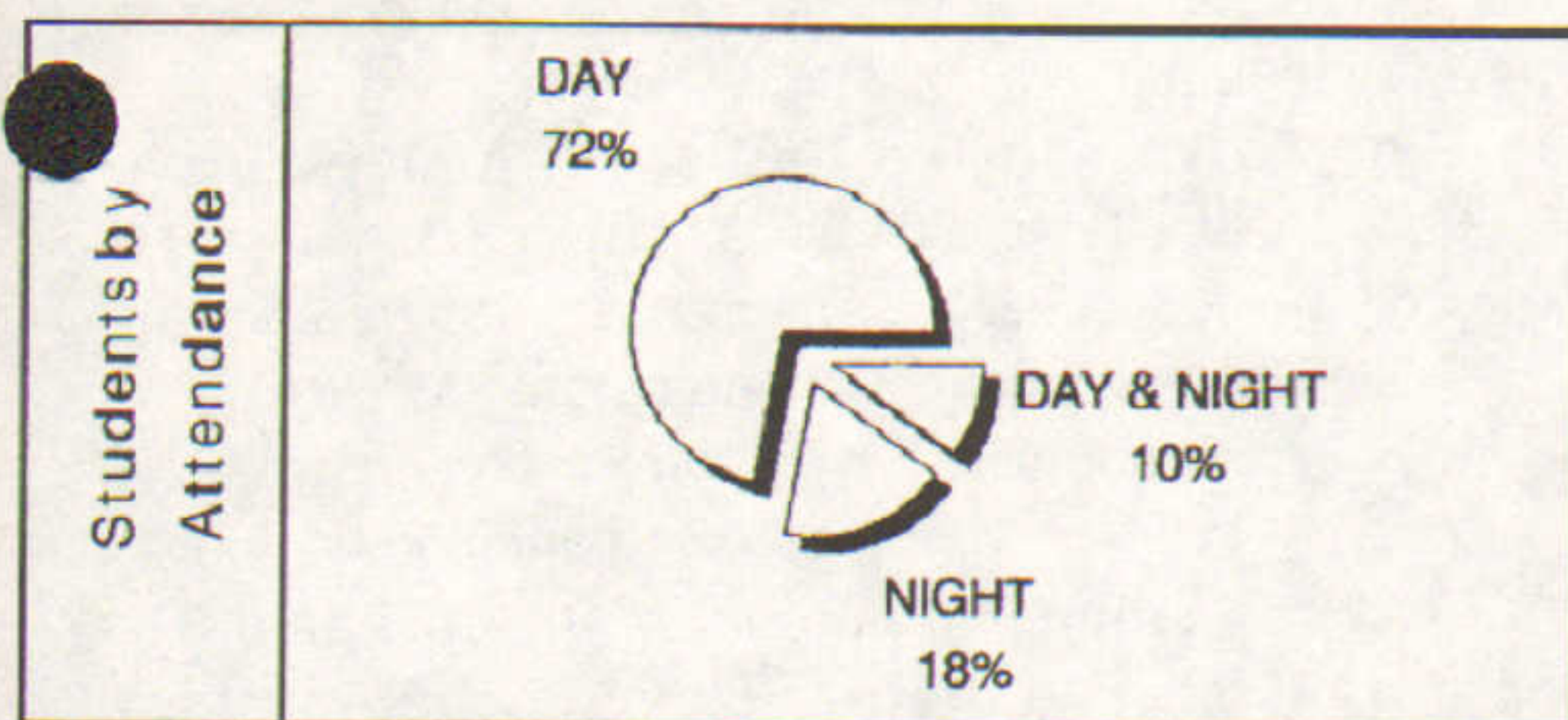
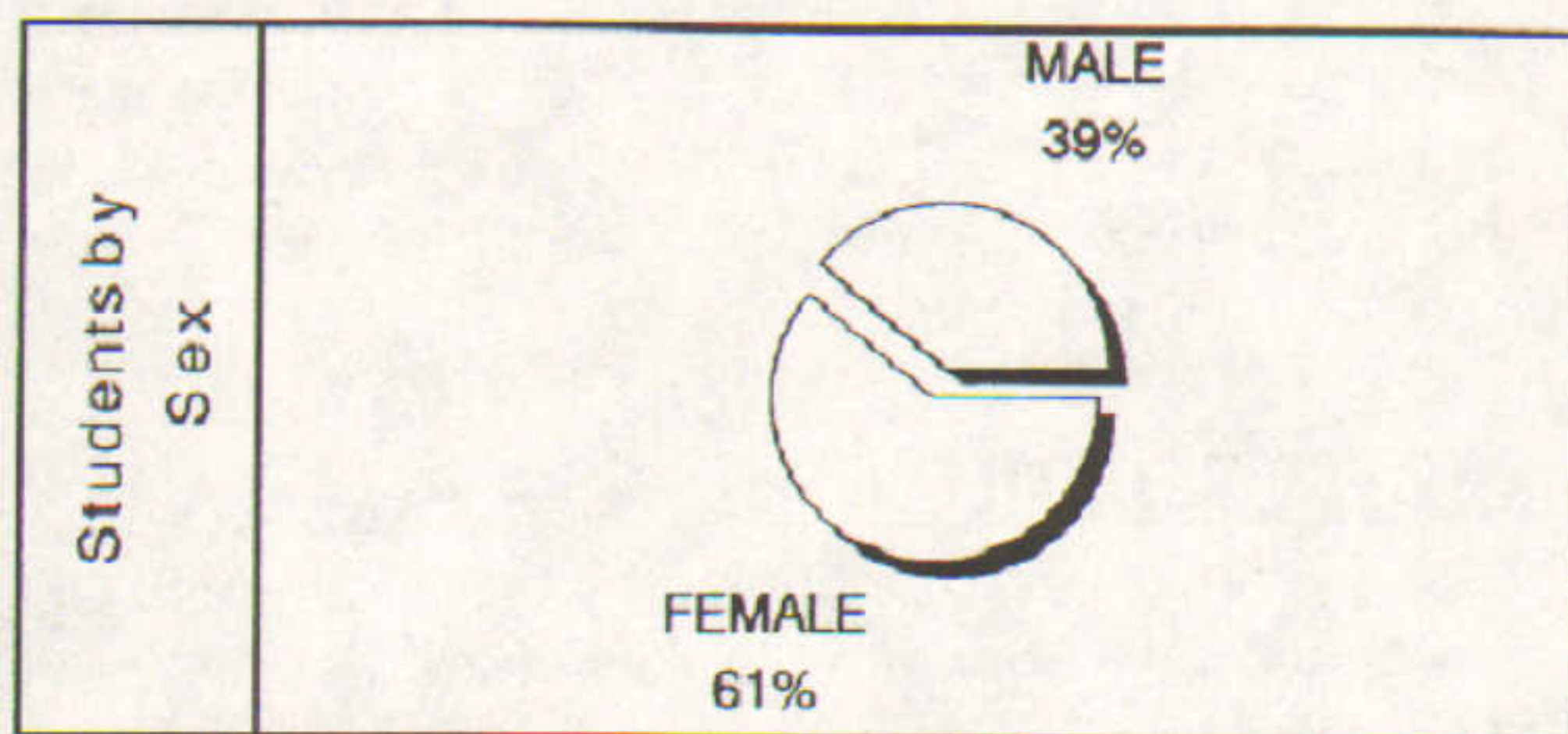


STUDENT DEMOGRAPHICS

As part of the college's Assment Process, students are required to take the ASSET Test, a placement examination designed by the American College Test Service (ACT) for the Alabama Two Year College System.

Demographic information is gathered on new students as they take the test each quarter. Below are some interesting facts regarding new students this fall.



The average age of the new students is 26, with the oldest student being 81. The most hours taken by a new student is 28, the average number of hours is 5.7.

It is also interesting to note that 79% of our new students plan to work at least part-time while attending school.

ANNUAL 2-YEAR COLLEGE CONFERENCE

The annual conference for the Alabama College Association will be held in Birmingham on November 25th and 26th. As in previous years, employees are encouraged to attend, however proration will limit the amount of travel money available. If you are interested in attending, please contact your division dean for registration material and approval to attend the conference.

Efforts are under way for the college bus to be available for mass transit to the conference. The bus will hold approximately 40 people and will be available on a first come first serve basis. To sign up for this daily bus trip to Birmingham contact Arthur Howington.

NEW EMPLOYEE

Jim Brown has joined the college support staff as Electronics technician. Jim comes to Shelton State after many years service with the telephone company and operating his own communications consulting service. Jim's position is funded by the college's Title III Strenthning Grant and will work with the Telecommunications System.

OUTSTANDING ALUMNUS NAMED

Mrs. Ruby Ann Anderson has been chosen Shelton State's most outstanding alumnus for 1991. As an adult, Mrs. Anderson obtained her GED and entered Shelton State in 1982. She received numerous awards while at Shelton and graduated with honors from the University of Alabama.

Mrs Anderson and her husband Jay have four children, the youngest is enrolled at Shelton State. Mrs. Anderson will be recognized on November 26th at the Alabama College Meeting in Birmingham.

SCHOOL CLOSURE DAYS

Shelton State Community College will be closed on November 11th for Veterans day. The school will also be closed on November 28th and November 29th for Thanksgiving.

SHELTON STATE COMMUNITY COLLEGE
Record Series: News Letter
File: EG-1-12-5
Date: 3-28-97

EMPLOYEE SCHOLARSHIP PROGRAM - A SUCCESS!

The college's Employee Scholarship Program has been very successful with 24 employees taking advantage of the tuition waiver plan. In addition, employees from other two-year college's are also taking advantage of this benefit.

1. Tuition will be waived based on the following years of service in the two-year college system.
 - a. Three or more year - full tuition waived
 - b. two year - two-thirds tuition waived,
 - c. one year - one-third tuition waived.
 - d. less than one year - not eligible.
2. The scholarship applies to tuition only. Books, supplies and fees are the responsibility of the employee. Fees charged may vary with the change in academic year.
3. Participants must be a full time employee of the college to participate.

If you need an Employee Scholarship Application, please contact Rick Rogers.

CASTS UPGRADE

The college's online student and finance tracking system (CASTS) will be down for an upgrade on November 14th and November 15th. No access will be allowed to the computer system on these days. Please try to have all your work done and all report requests submitted by these dates.

EMPLOYEE PROFILE: THE SHELTON STATE FAMILY

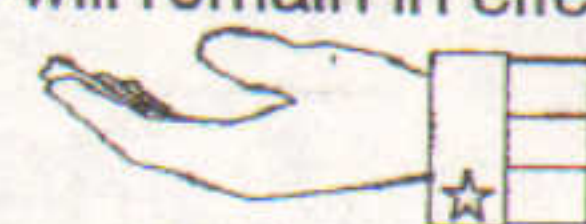
One of the hardest working and deadline conscious employees at Shelton State is our Assistant to the Dean of Students in Records and Admissions, **Loretta Jones**. Loretta has been employed at Shelton since January 1, 1979, before then she was employed by Brewer State Junior College.

As the Assistant to the Dean of Students in Records and Admissions, Loretta's duties include supervising all activities in the Admissions Office, coordinating registration, and processing final and mid-term grades for students.

Loretta is married to **John Jones** and is active in the Friendship Baptist Church in Reform. In her time away from Shelton, Loretta enjoys sewing and working with her husband on several unfinished projects around their home.

THE IRS AND TUITION WAIVERS

The IRS has said that tuition waivers will not be subject to Federal Income Tax. This will remain in effect through January 1, 1992. After this date, the treatment of the tuition waiver is subject to change depending upon action taken by Congress.



In summary, you do not have to pay taxes on tuition waiver when filing this year. We will try to notify you of any tax changes as they occur.

PERSONNEL HANDBOOK COMPLETED

A comprehensive personnel handbook is now at the printers and will be distributed to college employees in the next two weeks. This handbook will contain policies and procedures that affect the work-place and other important facts and dates.

MICROCOMPUTERS IN ALABAMA

In a yearly survey conducted by the Department Of Postsecondary Education, it was show that Shelton State has over 130 IBM personal computers, 57 APPLE computers, and 10 clones. Shelton was also shown to have over 70 printers.

The survey shows that every college in the Postsecondary System possessing microcomputers. All the colleges have IBM microcomputers and 83% of the colleges have IBM equipment as their predominant type of microcomputer. No other brand has predominance at more than five percent of the colleges. The approximately five thousand microcomputers, two thousand five hundred printers and ninety other peripherals comprise a wide variety of models from most major computer manufacturers and clone vendors. This range of equipment represents and increase of 15% over 1988-89 and 39% over 1987-88. This according to the survey.



Overall Shelton State has approximately 3.9% of the microcomputers in the Postsecondary System and 2.8% of the printers.

REGISTRATION FOR WINTER

November 25th 8:30am - 4:30pm
November 26th 9:30am - 5:30pm
December 2nd 10:00am - 6:00pm
December 3rd 8:00am - 7:00pm